

AVIATION SAFETY PROGRAM

February 13, 2008

IDAHO TRANSPORTATION DEPARTMENT
Division of Aeronautics

REVIEW / REVISION RECORD

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1. STATEMENT OF POLICY

The Idaho Transportation Department (ITD) considers accident prevention a major objective in all department operations.

As a member of ITD, the Division of Aeronautics shares this objective and intends to provide a safe and healthful working environment free of recognized hazards for its employees. Aeronautics also intends to provide the safest possible aerial transportation to its customers.

In pursuit of these goals, an aggressive safety strategy shall be incorporated into all division activities. Safety is an individual responsibility and must exist in the thinking, planning, and actions of all employees. All employees are expected to participate and take an active role in the identification, reduction and elimination of hazards.

This document constitutes the Aeronautics Division Aviation Safety Program.

2. ORGANIZATION

The duty of Aviation Safety Manager is delegated by the Division Administrator to the Division Safety/Education Coordinator.

3. AUTHORITY AND RESPONSIBILITY

All Division of Aeronautics personnel are responsible for accident prevention and the implementation of this program.

The Aviation Safety Manager has the authority to:

- Develop the necessary forms and instructions for implementing the Division's aviation safety program;
- Require the reporting of any aviation safety-related event;
- Conduct an investigation of any aviation safety-related event;
- Conduct aviation safety audits of Division operations or facilities;
- Represent the Division regarding aviation safety matters in dealing with ITD, government agencies and professional organizations.

The Aviation Safety Manager is responsible for:

- Maintenance, review and revision of this program;
- Providing timely advice and assistance on aviation safety matters to the Division Administrator and Director of Flight Operations;
- Maintaining a reporting system for accidents, incidents and hazards;
- Distributing aviation safety information;
- Conducting regular aviation safety audits;
- Providing aviation safety training to new personnel;
- Developing and maintaining a pre-accident plan.

- Assisting as necessary in conducting accident and incident investigations;
- Maintaining an aviation safety analysis program.

4. REPORTING OF ACCIDENTS, INCIDENTS AND HAZARDS

Accidents: All accidental damage to Division aircraft; injury to Division personnel or customers resulting from aircraft operation; or damage to non-Division property or injury to other personnel resulting from Division operations and occurring during normal duty hours will be reported to any Division member through the most expeditious means available. After duty hours, this information will be passed through State Communications to the Division Search Coordinator carrying the Search and Rescue (SAR) pager. Whoever receives the initial accident notification, will notify the Administrator or Director of Flight Operations and the Aviation Safety Manager in accordance with paragraph 9 of this manual.

Incidents: The following aircraft incidents will be reported to any Division member through the most expeditious means available.

- Any condition which adversely affects the airplane's handling.
- Near mid-air collision.
- Inadequate terrain separation.
- Accidental departure or excursion from runway or paved taxi surfaces.
- High speed rejected takeoff (except for training).
- Fire, smoke, or toxic fumes.
- Weather-related injury or damage.
- Inadvertent runway incursion.
- Landing on wrong airport or runway.
- Unintentional altitude deviation beyond safe limits.
- Unintentional navigation deviation beyond safe limits.
- Engine failure or inadvertent shutdown.
- Propeller system malfunction which endangers the airplane.
- Brake failure.
- Significant abnormal vibration.
- Any flight control system malfunction or failure.
- Failure or malfunction of more than one airspeed, altitude or attitude instrument.
- Pressurization system failure which results in pressurization loss (except planned training).
- Loss of any external part of an airplane in-flight.
- Door warning in flight (for pressurized airplanes).
- Landing gear or gear indicator malfunction.
- Windshield crack or failure.
- Significant fuel or flammable fluid leak.
- Crew member incapacitation.
- Emergency low fuel (see paragraph 15.d).
- Significant fueling error.
- Significant damage caused by improper operating technique.
- Injury to any person on the airplane (requiring medical attention).
- Significant damage to non-Division of Aeronautics property.

- Bird strikes.
- Damage to aircraft caused by ground equipment.
- Aircrew or passenger decompression sickness.
- Aircrew hypoxia.
- Aircrew trapped gas disorders.
- Aircrew/passenger symptoms caused by toxic, noxious, or irritating materials.
- Any unstablized approach which is continued.
- Failure of navigation or communications systems.
- Inadvertent incorrect operation of flight controls.
- Severe turbulence.
- Missed approach below decision height.
- Stall warning.
- Inadequate or failed ground facilities (navigation aids, communications, lights, etc.) creating a hazardous situation.
- Lightning strike.
- Gear-up landing.

After duty hours, this information will be passed through State Communications to the Division Search Coordinator carrying the SAR pager. Whoever receives the initial accident notification, will notify the Administrator or Director of Flight Operations and the Aviation Safety Manager in accordance with the Division's "Aviation Emergency Response Action Plan" as specified in paragraph 9 of this manual.

Hazards: Any employee observing or having knowledge of a hazardous situation that could affect aviation safety is encouraged to report it to the Aviation Safety Manager, Director of Flight Operations or Division Administrator by any available means. Anonymous reports will be accepted. On receipt of a hazard report, the Aviation Safety Manager will verify the existence of the hazard; assign a priority to the hazard and route it to the Director of Flight Operations for investigation and resolution. Under normal circumstances, the Director of Flight Operations will have ten days to provide the Aviation Safety Manager with results of the investigation and action taken or contemplated. The Aviation Safety Manager will maintain a log reflecting the status of all hazard reports.

5. DISTRIBUTION OF AVIATION SAFETY INFORMATION

The Aviation Safety Manager is responsible for obtaining and distributing pertinent aviation safety information. Critical information will be brought to the immediate attention of the Director of Flight Operations for distribution among line pilots. Non-critical information will be distributed via the Division's routing system.

6. AVIATION SAFETY COMMITTEE

An Aviation Safety Committee made up of the Administrator, Director of Flight Operations, Aircraft Maintenance Technician and the Aviation Safety Manager will meet as necessary, not less than quarterly, to review aviation safety-related issues. Agenda items may include but are not limited to:

- Reviewing the status of current accidents and incidents; reviewing actions taken;
- Reviewing status of hazard reports and actions taken;
- Review of aviation safety audit reports; review and approval of audit response and actions taken; and
- Review and resolution of any aviation safety matters that may be brought before the committee.

The committee may approve, reject or recommend action on any matter brought before them. Aviation safety committee records will be maintained by the Aviation Safety Manager. Agendas and minutes will be destroyed in accordance with the Division File Retention Schedule.

7. AVIATION SAFETY AUDITS

The Division of Aeronautics will maintain an aviation safety audit program to verify compliance with safety standards and determine the effectiveness of the overall aviation safety program.

Flight operations and maintenance will receive a safety audit at least annually. The audits will be conducted by the Aviation Safety Manager who will maintain checklists to be used during the audits. These checklists will be made available to the Director of Flight Operations and the Aircraft Maintenance Technician.

Reports will be prepared and routed to the Director of Flight Operations and the Administrator. Items requiring action or response will be identified as either operations or maintenance.

Reports and responses will be reviewed by the aviation safety committee for adequacy.

Records will be kept by the Aviation Safety Manager and only the current audit reports will be retained; although items from previous reports may be extracted for use in the aviation safety analysis system.

Periodic no-notice audits of selected areas will be conducted. Reporting and record keeping will be as stated in paragraph 6.

8. AVIATION SAFETY TRAINING

The Aviation Safety Manager will develop a training program to indoctrinate all new personnel into the Division's aviation safety program. This training may either be incorporated into existing indoctrination programs or given separately by the Aviation Safety Manager or Director of Flight Operations. Records reflecting dates, names and subjects covered will be maintained.

9. AIRCRAFT ACCIDENT INVESTIGATION

The Aviation Safety Manager will develop and maintain Aeronautics' pre-accident plan entitled "Aviation Emergency Response Action Plan" as a separate document from this aviation safety

program. This plan will be coordinated with other ITD and Division disaster control procedures and will be exercised or reviewed annually.

In the event of an aircraft accident, the Emergency Response Action Plan will be initiated by the on-duty SAR Coordinator. The FAA and NTSB will be notified in accordance with this response plan. Division participation in any subsequent NTSB or FAA investigation will be coordinated in accordance with this plan.

In addition, there will always be an internal Division investigation of any aircraft accident and selected aircraft incidents. This investigation serves two purposes: It establishes the facts of the matter and it provides recommendations on what should be done to prevent that accident (or incident) in the future. The Aviation Safety Manager or his/her designated representative will be in charge of any internal investigation.

The report will be addressed to the Administrator and will include a summary of the facts and the investigator's (investigating team's) analysis, conclusions and recommendations. Should a team be designated to perform the investigation, dissenting members may prepare a minority report stating their disagreement.

Management of the investigation and preparation of the report will be carried out with the assistance of the Aviation Safety Manager.

10. AVIATION SAFETY ANALYSIS

The Aviation Safety Manager will maintain an analysis system using data derived from Division/Industry accident and incident reports. The purpose of the analysis program is to identify trends and areas requiring management action. Results of the analysis program will be made available upon request but no less than quarterly.

11. REVIEW AND REVISION

This aviation safety program document is maintained by the Aviation Safety Manager. It will be reviewed annually and suggestions for revision should be forwarded to the Aviation Safety Manager for review and implementation.

John V. DeThomas, Administrator
Idaho Division of Aeronautics